

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Logistics Officer I (FLO)	
		Division and/or Subdivision Shasta-Trinity Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Redding	
		Class Title of Position Forestry Logistics Officer I	
		Position Number 541-213-1926-500	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the general supervision of the Unit Administrative Division Chief, the Forestry Logistics Officer will perform a variety of procurement services described below for the Shasta-Trinity Unit. *Makes purchases and procures all items for State use in compliance with contracts, CALFIRE policies, State laws, rules, and regulations, and Price Schedules using various methods such as: petty cash, Purchasing Authority Purchase Order (STD 65), Purchase Estimates, CAL CARD, and Printing Estimates. *Places orders with Prison Industry Authority (PIA) and General Services Administration (GSA). *Uses Material Requisition or Transfer (MRT's) when purchasing items from other Units.		
15%	*During an Emergency Incidents must support the incident by making purchases in compliance with rules and regulations. Hires personnel and keeps time records for Emergency Workers (FC-42) and Equipment (Shift Tickets). *Maintaining supply lines between the incident and vendors. *Retrograding at close of incident and placing items into the inventory. *In addition to going to incidents, must return base incident equipment to headquarters and restock and have re-cleaned in a timely manner to be ready again.		
15%	*Operate as the Property Manager for the State and Federal Excess equipment and keep accountable property records on the items. *Making sure the records are kept up to date and in the computer system. *Inventory all properties on a regular schedule. *Provide proper disposal of the property with records and sales coordinated.		
15%	*Oversees the work of and acts as lead to the Shasta County Schedule C Parts Storekeeper assigned to the warehouse. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel Use Only		<input type="checkbox"/> Posted to Directory Initials and date	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Forestry Logistics Officer I (FLO)

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

- | | |
|----|--|
| 5% | Coordinate the overall maintenance on the Headquarters Compound and maintain the gashouse including supplies. |
| 5% | Keeps accurate inventory of all safety gear and issues it to all State Fire personnel and volunteer companies within the Unit. |
| 5% | Maintain Agreements for the Rural Community Fire Protection Program when the volunteer companies wish to utilize the property from the Federal Excess Program for community service. Must keep a current inventory on property and provide for proper channels for disposal of Federal property. |
| 5% | Assist with the coordination of the annual County Ancillary Equipment purchases and delivery to various companies |
| 5% | Assist the Administrative Officer in the purchase of all State and County Property and equipment each year. |
| 5% | Prepare janitorial contract each year for the Unit Headquarters building and act as contract coordinator. Miscellaneous duties as needed to assist in the overall function of the Unit. |

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Requires a two-year commitment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____
Personnel use only ☒ Posted to Directory _____ Initials and Date _____